1952.

File No. P.S.C./52

Legal Department-

C **BRANCH**

P-3/F

Subject:— Orders and reference relating to Public Service Commission.

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Reference to the Bombay Public Service Commission in the Communications addressed to the candidates for Government Service.

Use of correct phraseology.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No.2048/34,
Bombay Castle, 26th March 1952.

CIRCULAR OF GOVERNMENT.

It has been noticed that in their communications to candidates who apply for posts advertised by the Public Service Commission some of the Departments of the Secretariat make direct reference to their selection or non-selection by the Public Service Commission. This is not correct since under the constitution the functions of the Commission are of an advisory nature and its advice has to be treated as confidential and not disclosed to the candidates. Departments of the Secretariat are therefore requested to see that whenever they have occasions to communicate the orders of their appointments to candidates recommended by the Public Service Commission, they should not make any direct reference to their being recommended by the Public Service Commission but should merely inform the candidates concerned that they are appointed to the posts in question. Similarly, whenever any candidates are appointed pending the filling of the posts in consultation with the public Service Commission the candidates should be given to understand that their appointment is provisional pending appointment to the posts in consultation with the Commission and if the candidates so appointed are not ultimately selected for the posts they should not be informed that they have not been recommended by the Commission but they should be informed that the posts are being filled in consultation with the Commission.

All Departments of the Secretariat are requested to observe the foregoing instructions scrupulously and to see that all cases in which reference to the Commission is to be made in their communications to candidates or Government servants care is taken to ensure that the nature of the Commissions' advice is not disclosed except to the extent necessary under rule 6 of the Bombay Public Service Commission (Functions) Rules.

By order of the Governor of Bombay,

M.D. BHAT,

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat,
(except the Separate Department).

S.I./30.7.55. 4c.

Appointment to posts lying within the purview of the Commission.

Consulting the Commission regarding.....

Government of Bombay,
Political and Service Department,
Circular No.2048/34.
Bombay Castle, 4th June 1952.

CIRCULAR OF GOVERNMENT.

Recently a case came to the notice of Government in whiel a reference to the Commission was considerably delayed because when the question of making a reference to the Commission was being considered the relevent file was not available and later the fact that a reference to the Commissionhad to be made was lost sight of. Such cases of delay should not ~~xxx~~ occur in view of the clear instructions contained in Government Circular, Political and Services Department, No.2048/34, dated the 28th November 1950.

All Secretaries to Government are requested to draw the attention of the members of their staff who may have to handle cases involving references to the Public Service Commission to the orders contained in Government Circular, Political and Services Department, No.2048/34, dated the 28th November 1950 and to ask them to follow them scrupulously. The members of the staff concerned may also be warned hat severe disciplinary action will be taken against those who may be responsible for omission or delay in making reference to the Commission in case in which such reference is necessary.

By order of the Governor of Bombay,

M.D.BHANSALI,

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat (except the Separate Department).

S.I./30.7.56.

5.6

Procedure to be followed by Heads of Departments in forwarding applications to the Bombay Public Service Commission.

GOVERNMENT OF BOMBAY.

Political and Services Department.

Circular No.3558/34.

Bombay Castle, 12th May 1952.

CIRCULAR OF GOVERNMENT.

With reference to Government Resolution, Political and Services Department, No. 3558/34, dated the 22nd April 1948, it has been brought to the notice of Government that sometimes remarks in the prescribed Form accompanying applications forwarded to the Bombay Public Service Commission, are not made by Heads of Departments as required under the orders referred to above but by officers who are not even Heads of offices. This practice makes it difficult for the Commission to determine what weight to attach to those remarks. Government is pleased to direct that the Forms should as far as possible be filled in and signed by the Heads of Departments. In case however it is not practicable for Heads of Departments themselves to do so, the remarks in the Forms should be made by the officers next below them in rank and above the candidates whose applications are to be forwarded and in any case not by officers who are not competent to make entries in the confidential sheets of the candidates concerned. The remarks which may be made by subordinate officers should then invariably be countersigned by the Heads of Departments in token of acceptance unless they find it necessary to add any remarks of their own which should be done under their signature.

By order of the Governor of Bombay,

M.D.BHANSALI,

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Governor, etc. etc.

S.I./30.7.56.